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MEMORANDUM

SUBJECT: Thoughts On The OGA

1. The information contained herein represents informal ideas on the newly-constituted Office of General Administration (OGA), the home-base of the MG Career Service.

2. MISSION. It is the mission of the Office of General Administration (OGA) to provide all-source administrative support to the Central Intelligence Agency (CIA) in order to enhance the Agency's acquisition and analysis of intelligence information.

3. WHAT FUNCTIONS CAN OGA ASSUME THAT ALREADY EXIST?

- Central Travel Services (CTS): Official travel and travel policy should become a function of OGA. In this context, OGA would assume responsibility for all repeat all official travel processes and policy to include initial but limited funding (pilot program), online ticketing, itinerary development, cover coordination, accommodation bookings, and other related travel requirements. The OGA travel function needs to be all-encompassing, i.e. evolving into (through management processes) a portal-to-portal "travel agency".

Travel Policy - OGA should be the focal point for all travel policy regulations to include the Travel Policy Committee responsibilities and actions. In this context, OGA would evolve into the Agency's focal-point for the implementation of all official travel policy decisions and programs including liaison with other agencies of government to promote fair and equitable travel standards for all employees.

- Central Cover Staff - It should be the responsibility of OGA to administer a comprehensive cover program tailored appropriately to the demands of operational mandates and programs. OGA should evolve into the Agency's focal-point component responsible for establishing and maintaining various methods and degrees of cover including official cover, non-official cover, commercial cover, and other cover as necessitated by the assignment process.

- Liaison With State and Defense: It should be the responsibility of OGA to create and maintain an effective and substantive ongoing administrative liaison relationship with both the Department of State and the Department of Defense. This function should be formalized through the formation of an component within OGA known as the Administrative Liaison Staffs (ALS)

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(Pentagon). These staffs would be responsible for all
administrative actions between the Agency and State and the
Agency and Defense respectively.

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The above thoughts/ideas represent my initial efforts in attempting to put together something that would assist in creating substantive criteria for a future OGA functional analysis study which would hopefully lead to the acquisition of all of the above responsibilities in addition to those not addressed.

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